SPECIAL OPPORTUNITY SUPPORT GRANTS

Special Opportunity Support grants are designed to provide quick access to funds supporting a variety of arts projects in the following areas:

Projects

Projects that use artists or arts activities as a key component. Examples of project types include exhibitions, performances, poetry readings, commission and/or support of new work development, arts festivals, community murals, and ethnic heritage projects.

Professional Development

Opportunities for employees, board members, or volunteers of arts or multicultural organizations for first-time attendance at arts-related conferences, workshops, and seminars that enhance the mission of the organization. Funds are restricted to registration fees and travel expenses.

Eligibility

All Nebraska non-profit organizations that are federally tax exempt may apply for Special Opportunity Support (SOS) grants for projects. The Professional Development category is open only to arts organizations and multicultural organizations that have an arts component. Organizations may submit up to 2 SOS applications per fiscal year.

Grant amounts

$1,000 maximum
The applicant must have enough cash to match at least half the dollars requested. The remainder of the match may be in-kind, as long as all cash expenses are covered by cash income. See pages 8-9 for an explanation of matching your grant.

Check with NAC staff to determine fund availability for your project.

Multicultural organizations that meet the eligibility requirements listed on page 3 may match NAC grants with donated services, fees, and products.

Deadline

All projects must take place between July 1, 2003 and June 30, 2004.

Grants must be postmarked **at least six weeks** and a maximum of nine weeks prior to the project start date (line 6 on the *Grant Application Cover Page*, page 15).

This is a postmark deadline. Applications must be postmarked (not metered) on the deadline date or delivered to the NAC office no later than 5 p.m. Faxed applications will not be accepted.

Grant review process

- NAC staff reviews the application to ensure all materials have been submitted and the budget balances. Applicants are given five days to submit corrected or additional information.

- The staff prepares a preliminary review that assesses how well the application meets the criteria set forth for this program. The application is forwarded to an outside reviewer who provides an in-depth review and recommends a funding amount. Outside reviewers are selected from individuals who have served on NAC grant review panels.

- When the application is returned to the NAC, the executive director reviews it for final approval.

- Applicants receive an award packet containing a contract that must be signed and notarized, and returned to the NAC before payment can be issued.

- The NAC will issue payment approximately 7-10 days after receipt of the contract. A Project Evaluation and Final Report is required to complete this grant.

Special Opportunity Support review criteria

Applications are reviewed based on the following criteria and those listed on page 4 of the Grant Book.

- Project involves one or more than one arts disciplines
- Community impact
- Experience and/or qualifications of primary artists
- Involvement by other organization
- Access for persons with disabilities
- Service to the community, including persons of color, the economically disadvantaged and other underserved groups

- Complete, well-prepared, clearly presented application
- Accurate, balanced and realistic budget
- Effective project evaluation techniques
- **Colleges & universities:** substantial evidence of impact and service to the general public in addition to the campus community

Application Procedure - how to complete the application

Assembling the application: Collate and submit <u>three sets of all materials</u> in the order given below. The set with original signatures on the Cover Page should be on top.
Do <u>not</u> staple these sets or place them in covers; use a clip or rubber band to bind them. Clearly label slides, tapes, etc. and place on top of the entire assembly.
Package other applications or final reports separately.

- ❑ Complete the Cover Page on page 15, the Project Statistics on page 17, and the Accessibility Checklist on page 18. If the grantee is a fiscal agent, please complete page 16, as well.

- ❑ On the next page, find the category under which your organization is applying. Answer the questions for that category on three pages or less of 8.5 x11 inch paper, one side only. Margins must be at least 1/2 inch, and typeface should be at least 10 point. Do not use cursive or italic fonts. Begin each response by repeating the corresponding letter and question. Your organization's name should be at the top of each page.

- ❑ Complete the Special Opportunity Support Grant Budget Summary on page 46 and attach itemization sheet(s).

- ❑ Enclose the organization's most recently completed financial and compliance audit if the organization requests $50,000 or more from the NAC in one application or any combination of applications. See page 4 for additional information.

- ❑ Enclose Multicultural Guidelines proof of eligibility materials (see page 3) if applicable.

AND

- ❑ For **Projects**, also provide the following required attachments in the order given:

- ◊ Project timeline that shows start and end dates, major events, deadlines for project component completion, etc.

- ◊ Biographical information/company description for principal artists or arts organizations involved in the project.

- ◊ Biographical information for persons who will administer project finances and provide primary project coordination.

- ◊ If this request is for a commissioning project, a copy of your contract with the artist. See page 5 for more information.

- ◊ No more than three representative materials to assist the reviewer in understanding your organization and this project. Examples include articles, newsletters, brochures, or curriculum guides. Submit only one copy of representative slides, photos or tapes. Slides should be in a protective sleeve.

- ◊ Letters of support from participating artists and/or collaborating organizations indicating the nature of participation in your project. General letters of support from administrators, or civic leaders, etc. may be included, but are not required.

OR

- ❑ For **Professional Development**, also provide the following required attachments in the order given:

- ◊ Biographical information for the person who will administer the grant, and the person who will attend the professional development activity.

- ◊ Brochure of the workshop, conference or seminar that gives the schedule, a description of events, and registration fees.

- ◊ No more than three representative materials to assist the reviewer in understanding your organization and this project. Examples include articles, newsletters, or brochures.

Special Opportunity Support Narrative Questions

Projects

A. Describe the project including all components and goals. Explain the impact the project will have on the community, and how you will measure the project's success. How does this project fulfill your organization's mission statement?

B. Describe the community you serve by providing economic and population characteristics. Include statistics for persons of color and any information you feel is relevant to understanding your community.

C. Identify other organizations you are collaborating with on this project and explain how they are working with you to plan and implement this project.

D. Describe your outreach efforts, including marketing, accessibility services, and educational programming. Explain how these efforts will help you attract new audiences such as people with disabilities, people from other cultures, students, and the elderly.

E. Describe any education and outreach activities for the project that have not been elaborated above.

Basic Support Grant recipients answer this question in addition to those above:

F. Explain why this project was not included in your current BSG grant, and list your BSG-funded season schedule.

College and university applicants answer this question in addition to those above:

G. Describe the extent of involvement by organizations outside of your institution and how you are marketing this project to the community at large.

Professional Development

A. Explain why this activity was chosen for professional development.

B. Has the NAC funded an individual from your organization to attend this event before?

C. Describe how the professional development activity will enhance the organization's ability to effectively administer programs and services, or enhance the quality of its programming.

D. Explain how this professional development project will benefit the community served by your organization?

Basic Support Grant applicants answer this question in addition to those above:

E. Explain why this project was not included in your current BSG grant, and list your BSG-funded season schedule.

SPECIAL OPPORTUNITY SUPPORT BUDGET

This is a budget summary. Also attach a separate page that itemizes all items that require addition or multiplication to arrive at a total or subtotal. Round all figures to the nearest dollar.

PROJECT CASH EXPENSES	Cash Total	IN-KIND (donated value)	Source of donated services/materials/fees
1. Organization's Personnel (in-kind only)		$	
2. Fees & Services			
Artistic:			
Other _____:			
Line 2 Subtotal	$	$	
3. Space Rental	$	$	
4. Travel			
Transportation:			
Food:			
Lodging:			
Line 4 Subtotal	$	$	
5. Marketing			
Printing:			
Other _____:			
Line 5 Subtotal	$	$	
6. Remaining Project Expenses Please itemize on a separate page.			
Line 6 Subtotal	$	$	
7. TOTAL CASH EXPENSES	$	$	= Total in-kind match (transfer to #16 below)

PROJECT CASH INCOME	Cash Total
8. Admissions/Ticket sales	$
9. Workshop fees, product sales, etc.	$
10. Private support Foundations:	
Business/individual donations:	
Line 10 Subtotal	$
11. Public support Federal:	
State (not including this request):	
Local:	
Line 11 Subtotal	$
12. Applicant cash	$
13. Total of all applicant cash income	$
14. * NAC REQUEST (up to $1,000)	$
(line 7 "total cash expenses" minus line 13 = request)	
15. = TOTAL CASH INCOME	$
(total cash income should equal line 7, "total cash expenses")	

Matching your NAC request
For more information on how to match your NAC request with either cash or in-kind donations, turn to pages 8- 9.

* NAC Request (line 14)
An organization must have enough cash to match at least <u>half</u> of the dollars requested from the NAC. The remainder of the match may be cash or in-kind.

Large-budget projects will have a number of income sources and the NAC request may be only a small portion of the total.

Organizations of color
that meet the eligibility standards set forth on page 3 may use in-kind donations of services, fees, and materials instead of cash to meet their match requirement.

+ $ **16. Total In-kind match**

= $ **TOTAL PROJECT VALUE** (add lines 15 & 16)